

**Minutes of the
Topsfield Planning Board
Town Library Meeting Room
October 3, 2017**

Chairman Morrison called the meeting to order at 7:35PM. Board members present, in addition to Chairman Martha Morrison, were Jeanine Cunniff, Joseph Geller and Josh Rownd. Member Steven Hall was absent. Of the Planning Board staff Community Development Coordinator Donna Rich was in attendance. Other persons present during all or part of the meeting were CP Berry Homes representative Allan Berry and Coastal Landscaping representative Bob Bourassa.

Public Hearing: *continuance*

7:30PM: *Continued 57 Perkins Row Definitive Subdivision Plan:* Nancy McCann, McCann & McCann, PC representative of New Meadows Development, LLC had submitted a continuation until the Board's January 9, 2018 meeting. Member Jeanine Cunniff made a motion to grant the continuation of the Public Hearing until January 9, 2018 at 7:30PM, seconded by Member Josh Rownd, so voted: 4-0.

Minutes

Member Jeanine Cunniff made a motion to approve the minutes of September 5, 2017 as amended, seconded by Member Joe Geller; so voted: 3-0-1. Member Josh Rownd abstained.

Annual Report: Chairman Morrison explained that the 2017 Annual Report presented to the members was in draft form. Members were directed to review and to send edits to Donna Rich. The Board would be expected to vote on the report at the November 7th meeting.

Rolling Green: CP Berry Homes representative Allan Berry presented a lighting fixture, LED, Lake30 Series, which is the same style as previously approved by the Board, however, is a different manufacturer. Member Josh Rownd made a motion to approve the substitute Lake30 Series, as the owner has requested, seconded by Member Joe Geller, so voted: 4-0.

Mr. Berry and Coastal Landscaping representative Bob Bourassa expressed their desire to change the species indicated on the original internal planting design, specifically around the front of the units by adding more foundation plantings. In addition, they wish to ensure that there is a variety of deciduous and evergreen trees within the interior of the community. There was a discussion among the members and Mr. Berry and Mr. Bourassa on the species that would survive the obstacles of the area. They noted that no change would be made to the original landscape plan for the perimeter of the community. Member Josh Rownd made a motion to approve the request of the owner to deviate from the approved internal plan to substitute species, to vary the location of plantings of hard woods and to add additional evergreens and foundation plantings, seconded by Member Jeanine Cunniff; so voted: 4-0.

Mr. Berry then discussed the approved chain link fence that exists around the stormwater basin. Mr. Berry suggested that the 4-foot chain link be replaced with a wooden guardrail, more of a visual barrier. Member Jeanine Cunniff made a motion to approve the extension of a wooden guardrail around the stormwater basin and eliminate the previously approved chain link fence, seconded by Member Josh Rownd; so voted: 4-0.

Receipt of Subdivision Submission Form: Chairman Morrison stated that the 24"x 36" size of plans required for an applicant as stated in the Subdivision Rules & Regulations 4.11 might not be environmentally friendly. The Rules & Regulations state 7 copies for the Planning Board along with other copies to be provided to town departments. Donna Rich polled the town departments and several indicated that the electronic version would suit their needs. After a discussion on the matter, Member Jeanine Cunniff made a motion to empower Donna Rich for the application of the Definitive Subdivision plan for 333 Perkins to be able to reduce the number of 24" x 36" size plans provided to meet the request of the town departments and to allow 3 copies for the Planning Board, along with an electronic version; seconded by Member Joe Geller, so voted: 4-0.

At 8:28 PM, Member Josh Rownd made a motion to adjourn and Member Jeanine Cunniff seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna C. Rich
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the Planning Board before the meeting in a packet, or at the meeting were:

1. Agenda
2. Draft Planning Board Annual Report
3. Rolling Green Local Preference Eligibility Plan dated September 15, 2017
4. Peirce Farm at Witch Hill Monthly Update to BOH, dated September 14, 2017
5. Request for Continuance of Public Hearing for 57 Perkins Row, dated September 27, 2017
6. Lighting samples for 470 Boston Street submitted by CP Berry Homes

Approved as amended at the November 7, 2017 Planning Board meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.
